TITLE: CHILD WELFARE MANUAL
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When it has been determined that adoption is the plan for a child and there are no (or very few) available family resources, within two months of that determination, enter the CD-AEM-8, as well as the following media profile information onto the national web site, http://www.AdoptUSKids.org , which will automatically enter the child onto the Missouri Adoption Photo-Listing web site. Also, complete forms to enter the child onto the Adoption Exchange's web site, http://www.Adoptex.org. Children's photographs and profiles will be displayed on these web sites in an effort to broaden recruitment efforts. The original CD-AEM-8 should be maintained in the child's file.

> NOTE: Electronic versions of the registration forms for The Adoption Exchange's photo listing may be obtained from the Out-of-Home Care unit in Central Office, or by calling The Adoption Exchange at (314) 367-3343.

> NOTE: In order to enter a child onto AdoptUSKids.org, each Adoption Specialist must have access to this site assigned by a designee from their region. If you need access, contact your regional office to request that your designee assign your access information.
>
> If assistance is needed in entering a child's information onto the web site, training can be made available through AdoptUSKids. Request training through your supervisor, who will contact regional staff. Regional staff is to request training by contacting the Out-of-Home Care Unit in Central Office.

1.   **Media Profile Outline:**
      Please follow the Media Profile Outline provided below. This profile may be used on the DFS-AEM-8 and when providing brief profiles for recruitment purposes:

      Purpose Statement (to be used at the beginning):
      "The purpose of the information provided below is to briefly introduce you to the child (ren) for whom our agency is recruiting an adoptive placement."

      Do Include:
      - At the top of the profile:
        - list separately, Child's first name, date of birth (mo/yr), race and gender. Can add grade in school if necessary
      - Within the narrative, be creative, energetic, use descriptive words (see list of descriptive adjectives located in Section 6, Chapter 1, Attachment E of this manual.)
      - Use an attention-getting phrase to begin the narrative and draw readers in.
      - Include likes, hobbies, interests, what they want (family, life, goals, pets, church)
      - Describe the child's personality.
      - School – information about the child's educational accomplishments or needs.

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- Special issues – contact with siblings, family or past placement providers
- Positive quotes from the child caregiver (don't refer to the "residential" caregiver)
- Quotes from the child describing themselves (i.e. Favorite thing about themselves, etc.)
- Serious medical diagnosis and treatment involved.
- A description of the child's need for a family with particular skills or family configuration (don't limit to a two-parent family if that is not necessary).
- Legal Status
- Add the date updated/completed at the bottom of profile.
- The profile needs to be at least three paragraphs, and 120-150 words. NO more than 1 – 1 ½ pages in length.

Ending Statement (to be used at the end):
"For more detailed information about **(child's name)** contact **(worker name and phone)."**

Do Not Include:
- Identifying information within the narrative(i.e., child's last name, school's name, city where child resides, parent's names, date and reason the child is in care, and history of abuse/neglect (any significant information may be included in the confidential narrative section).
- Details about failed past placements (any significant information may be included in the confidential narrative section).
- Anything that might be embarrassing to the child. Ask yourself, "Would I feel comfortable showing this to the child, and would it make them uncomfortable?"
- Date of births, age or grades in school as a part of the narrative. The child's age is automatically updated on the Internet web-site.

Sample Profile:

Lisa
03-93
Caucasian

The purpose of the information provided below is to briefly introduce you to the child (ren) for whom our agency is recruiting an adoptive placement

Lisa is a cute and spunky dark-haired girl who is well-liked by her peers, enjoys extra-curricular activities at school and swims on the local swim team. Lisa really enjoys watching T.V. in her spare time, although she has many other interests as well, such as art projects, music, dancing and theatre. Lisa attends church regularly and is very involved in the activities offered by her church.

At school, Lisa makes above average grades and her teachers report that she is a joy to have in class. She has many friends, and her friends describe her as a person who does not take sides when friends are feuding.   She is on the Student Council and is also a Safety Patrol worker. Lisa recently sang a solo in her school musical.

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Lisa has a brother with whom she would like to maintain contact. The best family for Lisa would be one who is affectionate, builds her self esteem, allows her to stay in contact with her brother, and supports her interests so that she can grow up to be the best person she can be.

Lisa has no health issues, and is legally free for adoption.

For more detailed information about Lisa, contact Suzy Social Worker at 555-5555.

Updated: 00/00

NOTE: For tips on writing narratives, go to www.adoptuskids.org, to the Narrative Writing Help Pages located on "My Page Social Worker" after signing in with your user name and password.

2.   Creating AdoptUSKids Case Identification Numbers
Children entered on the AdoptUSKids web site must have an identification number. Following is the breakdown of how the number should be created:

- The child's case number will ALWAYS begin with "MO", which stands for Missouri.
- The next two numbers are to represent the area which has jurisdiction of the child (see area assignment codes below).
- The next three numbers are to represent the FIPS County code for the county that case manages the child.
- The last three numbers are to be assigned within the county, chronologically as they are entered onto the web site.

NOTE: The following are the Area Assignment Codes as listed on AdoptUSKids.org:

01 = Central Office
02 = Area 5/Jackson County
03 = Area 3/Southeast Region
04 = Area 4/Southwest Region
05 = Area 1/Northwest Region
06 = Area 6/St. Louis City
07 = Area 7/St. Louis County
08 = Area 2/Northeast Region

Example Case Identification Number for Lisa:
MO08007001

Lisa is from Area 2, Audrain County and is the first child to be listed on their log.

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Case Identification Assignment Log:
County offices are to maintain a log of children entered onto AdoptUSKids that contains the date entered, case number and worker responsible for the child's information. This will allow supervisors to keep track of children entered on the web site, as well as change worker information if worker turnover occurs.

3.   **Photographs:**
A clear, attractive picture of the child(ren) (no staples or tape) should be used to recruit for the child. A school or professional picture is best, however a clear snapshot will work. If a photo is not submitted for a child, the child's profile information will not be available for the general public view, and the child's recruitment resources will be limited.

Photographs should be:
- Good, realistic, age appropriate representations of the child
- Smiling, positive photos
- Stress the importance of child's face/head shot
- Clear color pictures
- Professional photographs when possible
- Pictures of siblings as groups if possible
- Modest clothing
- Photos should reflect the professionalism of the agency

Photographs should NOT include;
- Identifying clothes/information in background
- Polaroids
- Ball caps or hats
- Questionable attire
- "Glamour" shots type of pictures
- shadows or bright shots
- special effects
- high gloss professional shots which present difficulty in scanning.
- paper print outs from digital cameras or xeroxed reproductions.

NOTE: Photographs may be either mailed or e-mailed to AdoptUSKids. If mailing the child's photo, write the child's first name and AdoptUSKids Case # on the back of the photograph. Try to write lightly and on the edge so that the writing does not show through.

Mail the photograph to: NW Resource Associates, Attn.: **Photos for AdoptUSKids, 600 Stewart St., Suite 1313, Seattle, WA 98101**. Please include your name, agency, address and phone number. Photos will be returned only if you include this information and request their return.

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E-mail scanned and digital photographs to photos@adoptuskids.org. Photos which are scanned or taken with a digital camera can be e-mailed to AdoptUSKids. Name the digital photographs with the AdoptUSKids Case #'s. For example: "MO0800701". Name a group photograph of a sibling group with the sibling Case #, for example, "SMO0800701". In your e-mail message, include the child's name and AdoptUSKids Case #, along with your name and telephone number, in case there are any problems. Preferable formats are bitmaps, TIFF's or JPEG's. The "pics" e-mailbox is checked every work day.

NOTE: For more tips on picture taking and scanning specifications, check out the "Technical Requirements for Photographs" site on AdoptUSKids.org. When you get to "My Page Social Worker", click on the "Narrative Writing Help Pages" and then go to "Technical Requirements for Photographs".

If the worker does not have access to a scanner and is in need of a scanned photo, they may mail the photo to the Out-of-Home unit in Central Office and request that the photo be scanned, OR, they may mail the photo to AdoptUSKids as described above, and have the photo scanned in by AdoptUSKids.

4.   **Special Recruitment Authorization:**
      a)   The AEM-1b, signed by the court or authorized agency personnel should be signed and in the file with the DFS-AEM-8. Unless specified, this form will authorize other types of recruitment for the child; and
      b)   The CD-AEM-8 will authorize agency personnel to use the Internet as a recruitment tool for the child.

5.   **Review, Entry and Updates:**
Children will be registered with AdoptUSKids and The Adoption Exchange by Children's Division staff, using material submitted on the CD-AEM-8. The CD-AEM-8 is to be reviewed and approved by the worker's supervisor. The supervisor is to utilize the Media Profile Checklist (CD-AEM-7) in the review, in order to assure appropriateness of the profile being approved to be entered on the Internet.

Workers are responsible for updating a child's profile yearly, and are to withdraw the child from the photo listing and other exchanges when placement plans are firm, or a placement has occurred.   A "holding action" may be taken when a child has many referrals to be considered for a placement decision.

Children listed in the AEM Photo-listing and on the Internet sites are to be updated on a yearly basis as a minimum standard. Update children as often as necessary with photos or more current information for their profile or for their registration form. . Profile and photo updates may be made by filling out the appropriate information on the CD-AEM-8, and marking it "Update" on the top front page of the form, submitting it to the supervisor for approval, and then

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changing the child's information on AdoptUSKids, or sending the updated information to the Adoption Exchange. Maintain the updated forms in the child's file.

NOTE: If the child's profile is not updated yearly, AdoptUSKids will automatically take that child's photo off the public site and place them in "inactive" status. This will cause the recruitment efforts for this child to be put on hold until an update can be entered.

6.   Managing the Children You Enter on AdoptUSKids:
AdoptUSKids provides the worker with "My Page Social Worker". This page is specific to the worker who signs in, and will provide the worker with information regarding the children they have entered onto the site. AdoptUSKids will provide reminders when a child is in need of a photograph, an update or has open inquiries from families who would like more information.

The worker entering the child onto the photo listing, will be responsible for managing the children they enter, which includes answering all inquiries within one week of the inquiry, updating the profile information for children and obtaining photos for the children.

As workers for children change, the Social Service Supervisor who supervises the child's worker is responsible for assigning children who are listed on AdoptUSKids to a new worker, obtaining access for the new worker to begin to manage the child, and for changing the authorizing worker in the AdoptUSKids system to reflect the new worker and in assisting them in learning how to maintain a child in these photo listings.

MEMORANDA HISTORY:CD04-73